

Blake DeRouchey
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Vacant
Emergency Management

Angela Clouser
Member-At-Large

Vacant
Fire Department (Volunteer)

Vacant
Sheriff's Office

Jason Schluttenhofer
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Vacant
Municipal Police
Department

Vacant
ILEA

David Ness
Municipal Police
Department

Wendi Hess
Communications Center

Cindy Heick
Iowa DPH

Peter Huffman
Iowa DOT

Trace Kendig
Iowa DNR

Patrick Updike
Iowa DOC

Annette Dunn
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
July 9, 2020

***** THIS MEETING WILL BE HELD VIRTUALLY *****
Please click on the following GoTo Meeting Link to Join

GoTo Meeting Link:

<https://global.gotomeeting.com/join/697042861>

Meeting called to order by Vice-Chair Ness at 10:30 am.

The meeting was conducted via GoToMeeting. The GoTo Meeting conference telephone line and the meeting room was opened for board members and public listening and comment.

Eleven voting board members attended, via GoTo Meeting, establishing a quorum.

Voting Members in Attendance via GoTo Meeting and GoTo

Conference Line: Michele Bischof, Angela Clouser, Blake DeRouchey, Cindy Heick, Peter Huffman, Tom Lampe, Dave Ness, Haley Nichols (representing ILEA), Jason Schluttenhofer, Patrick Updike

Non-Voting in Attendance: Administrative Assistant Hollie Davidson, SWIC Chris Maiers

Absent: Andy Buffington, Annette Dunn, Wendi Hess, Trace Kendig

Guests: David Barnett, Tracey Bearden, Brad Button, Dan Case, Steve Devine, Steven Gray, Mike Howell, Brian Krumm, Brent Long, Jim Lundsted, Doug McCasland, Melvin Mercado, Kyle Richardson, Tammy Rodriguez, Rob Rotter, Connie Stufflebeem, Pet Tomczak

Approval of Minutes: Peter Huffman made a motion to approve the June 2020 meeting minutes. Michele Bischof seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers reports that there was a recent unexpected StatusBoard outage. The cause of the outage relates to an issue with the SSL certificate for the website. The SSL certificate is what verifies the identity of the website to the browser. A new SSL certificate was received and installed within 16 hours, and the issue was resolved.

The updates to the interoperability tabs in StatusBoard are complete. The changes were a result of user feedback, which focused on grouping the interoperability tabs alphabetically. The new tabs begin with "IOP" and ensure that all the regional and statewide interoperable talkgroups will be next to each other in StatusBoard. Contact SWIC Maiers if there are any issues with the new tabs.

SWIC Maiers and Chair Lampe attended a virtual P25 Steering Committee Meeting. Topics discussed focused on P25 education and outreach products for public safety stakeholders. There were no standards to approve because there was no TIA/TR-8 meeting in June. Work within the TIA/TR-8 committees continues via teleconference.

SWIC Maiers reported that he had a couple of one-on-one training sessions with PSAPs for the regional and statewide interoperability talkgroups, consolettes/control stations, and StatusBoard. Those sessions are available if agencies request it.

SWIC Maiers has also been working on the TA requests to CISA.

E911 Council Report & E911 Program Manager: 911 Program Manager Blake DeRouchey reports that successful migrations from the legacy landline 911 traffic onto the Next-Generation network are complete at two PSAPs (Marshalltown and Iowa Falls Police Department). Hamilton County Sheriff's Office was scheduled for the day of the ISICSB meeting. Eventually, HSEMD would like to get to the point in which four to six PSAPs could be updated per week.

Mr. DeRouchey reports that in collaboration with SWIC Maiers and Jim Lundsted, a Ransomware and cybersecurity poster has been created for PSAPs. The poster includes a quick reference guide for phone numbers and important contacts if there is a ransomware or cyber-attack on a PSAP. The posters will be distributed to PSAPs across the state.

User Group Committee: SWIC Maiers reports that the UGC met and reviewed applications. There are six users up for approval in New Business. RICs are trying to recruit more members.

Finance Report: SWIC Maiers reports that the monthly net expenditures during June for the Interoperable and Broadband Communications Fund were \$6,303. The June ending balance was \$143,246. Monthly expenditures during June for the SLIGP 2.0 grant were \$16,313. Of that amount, \$13,051 were federal expenditures. The remaining federal amount available for the SLIGP 2.0 grant is \$302,768.

Governance Committee: Governance Committee Chair Peter Huffman reports the Committee met and discussed the mobile deployable policy and whether it should be re-opened for public comment and for how long. A motion to re-post the LTE deployable policy for public comment is on today's agenda under New Business.

Mr. Huffman also reports that the Committee discussed standards for system changes and notifications and whether or not they are efficient or if they need to be updated. The Committee decided to move these standards to the Standards Working Group (SWG) for further review.

Mr. Huffman clarified for Vice-Chair Ness on which committees would be overseeing the additional comments and/or revisions of the LTE deployable policy.

Operations Committee: Operations Chair Bischof reports that the Committee met and discussed the Sub-Regional Interoperability Talkgroups standard and Air-to-Ground Policy. The Committee also participated in a joint committee meeting to discuss and review the Sub-Regional Talkgroups standard, which will be discussed further in Old Business.

Outreach Committee: SWIC Maiers reports that outreach is ongoing to stakeholders. The Committee is working on getting the final two regional outreach events scheduled. This includes RIC 3 and RIC 1. RIC 3 is scheduled for July 29, 2020, in Ida Grove, and RIC 1 is tentatively scheduled for August 2020. The Committee is also working to reschedule the dispatch control station training in Charles City. Once the regional training and FirstNet outreach are complete, StatusBoard training for each region will be scheduled.

One-on-one training is also ongoing per agency requests.

Training/Exercise Committee: SWIC Maiers reports that a Planning for Alternate PSAPs training webinar was conducted on June 25, 2020. Approximately 35 attended the webinar, and feedback has been positive.

SWIC Maiers reports the Committee is working on methods for improving the webinars.

An Encryption Planning and Usage for Administrators course is scheduled for July 30, 2020. The encryption course will consist of two sessions. The first one would be for decision-makers to help develop concepts of what encryption is and what it does and has approximately 35 currently registered. The second one would be for technicians and would be more technically oriented.

SWIC Maiers reports that the SOP Development and Planning Course will be conducted via webinar on September 15th – 16th from 0800-1130 each day. The plan is to contact the previous registrants and re-open registration.

The Committee is also working to determine the best method for conducting the COML, COMT, and COMEX courses.

Technology Committee: Technology Chair Patrick Updike reports that the Committee met twice and discussed the LTE Deployable Policy and an appropriate comment period.

The Committee also discussed STR trailers and possibly using LTE routers for connecting ISICS trunking equipment to the ISICS core. The Technology Committee discussed various ways of accomplishing that using LTE, fiber, and/or microwave backhaul to accomplish this connection. Microwave seemed like a last resort, and fiber seemed like a possibility if a connection were available at a deployed location. LTE appeared to be the preferred method for connecting the ISICS trunking equipment in the West STR to the ISICS core. This discussion will continue at future Technology Committee meetings.

FirstNet Broadband Committee: FirstNet Broadband Committee Chair Michele Bischof reports that the Committee has not yet met. The next meeting is on July 14, 2020.

LEA Committee: LEA Committee Chair Stufflebeem reports that the Committee met and discussed the following items:

- The Committee continues to work closely with the Operations Committee
- Continue to observe and gather utilization information regarding the non co-located sites to prepare for disconnection
- Ongoing control station training
- LEA dispatch announcements are ongoing

Other Reports:

Information Sharing Board Members: SWIC Maiers informed the Board that he is working with the Governor's office to fill the vacant positions on the Board.

Motorola Project Manager ISICS Update: Motorola Solutions Project Manager Melvin Mercado reports that site walks are ongoing. Approximately half of the site walks have been completed.

The Rock Rapids site is constructed and broadcasting. Coverage testing for that site (Lyon and Sioux Counties) has begun and will be completed soon.

Chair Lampe gave a brief in-field report on the site walks from eastern Iowa.

FirstNet/AT&T Update: FirstNet/AT&T Representative David Barnett reports that there were no new towers activated in June. Some small cell nodes are being deployed in the Des Moines Metro.

Mr. Barnett reports that AT&T Engineers are working on capacity enhancements across the state.

Mr. Barnett reports that the FirstNet black SIM is being tested on the partner carrier for roaming and is functioning. An official announcement on the carrier partner roaming was expected to come a day or so following the ISICSB meeting. Once this is verified to work, the black FirstNet SIM card will be available to agencies.

CISA-ECD Update: No report.

Standards Working Group (SWG): SWIC Maiers reports that the SWG did not meet in June due to a lack of participants calling in. The next meeting is scheduled for the end of July, and the plan is to discuss standards related to alert tones, VHF infrastructure added to state-built ISICS sites, and the StatusBoard standard.

Control Station Update: SWIC Maiers reports that only one PSAP in the state remains that have not yet completed a test call. That PSAP's installation is part of a larger project. SWIC Maiers plans to work one-on-one with that PSAP to help them get the control station installed and running correctly.

The Iowa School for the Deaf will also get one since they are part of the Regents Schools in Iowa.

Shared Systems Study Group (SSSG): SWIC Maiers reports that the SSSG met, had several guests subject matter experts attend. Those included:

- Andy Davis, Motorola Solutions. Chair of TIA/TR-8.
- Tom Hengeveld, L3-Harris Director of Standards for P25. Member of TIA/TR-8
- Jeremy Elder, L3-Harris Director of Products for P25. Member of TIA/TR-8.

TIA/TR-8 is the body that drafts and creates the standards for P25. The three manufacturer representatives also attended the June meeting and discussed several detailed aspects related to P25 standards and how they pertain to an ISSI/CSSI connection. The three representatives discussed how standards are developed and implemented into products. Also discussed is that not all standards are required, and standards can be implemented into products differently.

SWIC Maiers reports that a critical take away from the June SSSG meeting is that an ISSI deployment is highly dependent upon system configurations, and most of the standards for it

are oriented around Phase I (FDMA). This could cause issues with functionality on ISICS. The manufacturer representatives cautioned that some features might not work, and deployments can get complicated very quickly.

The SSSG is now starting to focus on the end work products, which would be a one-page summary and a longer report.

The goal is to have a document plan to present to the Board for review by October or November 2020.

Old Business:

Sub-Regional Talkgroups update: Operations Chair Bischof reports that a joint committee meeting was conducted on July 1, 2020. Representatives from the UGC, Governance, Technology, and Operations Committees were in attendance via GoTo Meeting. Representatives from the Des Moines Metro were also in attendance.

During the joint committee meeting, the group reviewed the Sub-Regional Interoperability Talkgroups Policy and the proposed form. Minor revisions were made to the documents and moved to the Governance Committee, other committees, and SWG for review.

During the meeting, the group also reviewed the Des Moines pilot request. One significant change was made to the Des Moines request – the addition of the Story/Woodward simulcast and Jasper County ISICS site to improve coverage in northern Polk County.

The next step is for Des Moines to meet with the System Administrators to identify the talkgroup IDs and proceed with programming and training as needed.

The goal is to have the sub-regional talkgroups operational in the Des Moines metro by the end of 2020.

Vice-Chair Ness thanked Operations Chair Bischof and the Committees for the work done with the sub-regional talkgroups.

New Business: SWIC Maiers gave an overview of the ISICS applications up for approval. Michele Bischof made a motion for the approval of the six new users: Adams County EMA – Level 3 (update to add paging talkgroups), Butler County 911 – Level 2, Cass County – Level 3, Chickasaw County 911 – Level 4, Iowa Department of Human Services – Level 1, Wayne County Sheriff's Office – Level 2. Peter Huffman seconded the motion. All in favor. Motion passes.

Technology Chair Updike and SWIC Maiers gave an overview of the changes recently suggested by stakeholders to the LTE deployable policy. In May 2020, the LTE policy was posted to the ISICSB website for public comment but received none. After further conversations with stakeholders working closely in Iowa, the Governance and Technology Committees decided that it may be beneficial to re-open the document for editing and public

comment for an additional 30-60 days. This would allow for those who missed the first public comment opportunity to review and suggest further revisions as they feel necessary.

Ms. Bischof inquired as to whether or not there is a written procedural process for adopting policies. SWIC Maiers states that he believes there is a written process; however, he will need to do some digging to find the document. The general process includes a policy proposed at a committee or working group level for review of the policy within the pertinent committees. The Governance Committee then reviews the draft policy and determines whether or not to send the policy to ISICSB for final approval and adoption.

After further discussion, the Board opted to send the policy back to the Technology Committee for revisions. The edited document will be brought back to the Board for final approval to re-post the policy for further public comment.

Public Comment: None.

Motion to Adjourn: Jason Schlutenhofer made a motion to adjourn. Peter Huffman seconded the motion. Meeting adjourned at 11:37 am.

YouTube link for the July 9, 2020, ISICSB Board Meeting:
https://www.youtube.com/watch?v=b_JCFzjQxQQ&t=11s